



HABEAS CORPUS RESOURCE CENTER

50 Fremont Street, Suite 1800, San Francisco, California 94105
(415) 348-3800 (415) 348-3873 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: HCRC STAFF ATTORNEY I-III/HC COUNSEL I-II

LOCATION: San Francisco, California

JOB REQUISITION: 2814

OVERVIEW

The Habeas Corpus Resource Center (HCRC), located in San Francisco, has an exciting opportunity for attorneys interested in indigent capital defense litigation.

The primary purpose of the HCRC is to provide, through its own staff, direct representation to death row inmates in post-conviction proceedings in state and federal courts and to serve as a resource to private appointed counsel in capital post-conviction proceedings. In addition, HCRC acts as a resource center to private counsel for the defense of capital defendants.

Staff Attorney

Staff attorney is the entry-level classification in the HCRC attorney job series. Under direction, staff attorneys provide representation to indigent death row inmates in habeas corpus proceedings.

Habeas Corpus Counsel

Habeas corpus counsel is the journey-level classification in the attorney job series. In addition to providing representation to indigent death row inmates in habeas corpus proceedings, habeas corpus counsel provides lead direction to and reviews the work of assigned staff, serves as consultant, and performs specialized legal work.

Travel may be required both within California and out of state.

QUALIFICATIONS

All attorney and counsel levels require admission to the State Bar of California. (Applicants who are not current California bar members may be considered for employment. If selected, the individual will be required to be admitted to the California bar within 18 months from the date of appointment. The salary level, pending bar admission, will be commensurate with legal qualifications of the selected individual.)

Staff Attorney I: Admission to the State Bar of California.

Staff Attorney II: Equivalent of one year of post-bar legal experience; or one year as a Staff Attorney I with the HCRC.

Staff Attorney III: Equivalent of two years of post-bar legal experience; or one year as a Staff Attorney II with the HCRC.

Habeas Corpus Counsel I: Equivalent of two years of post-bar legal experience in criminal defense; or two years as a Staff Attorney III with the HCRC.

Habeas Corpus Counsel II: Equivalent of four years of post-bar legal experience with three years in criminal

defense, including one year in capital defense; or one year as a Habeas Corpus Counsel I with the HCRC.

DESIRABLE

Strong written advocacy. Fluency in oral and written Spanish; proficient PC skills, preferably in Microsoft Word, Outlook, Excel, and Access. Experience in defense-related work.

HOW TO APPLY

These positions require submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to HCRC Staff Attorney I-III/HC Counsel I-II Job Req. #2814 in all communications, including your application, and list the state and date of bar admission. Previous applicants must reapply for further consideration.

Applicants may apply for multiple levels on one application form. For earliest consideration, please apply by Friday, February 2, 2007. Applications will be accepted after the earliest consideration date for as long as the announcement is posted. This position is opened until filled.

The HCRC uses a lengthy recruitment process. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting the HCRC regarding hiring status and from in-person pick up or delivery of applications. The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

To apply online, go to <http://www.courtinfo.ca.gov/careers>

To obtain a printed application, please visit www.hcrc.ca.gov or visit:

Habeas Corpus Resource Center

415-348-3800

415-865-4272 (Telecommunications Device for the Deaf)

Please mail or fax printed applications to the following address:

Habeas Corpus Resource Center

50 Fremont Street, Suite 1800

San Francisco, CA 94105

PAY AND BENEFITS

HCRC STAFF ATTORNEY I (\$5,004 per month)

HCRC STAFF ATTORNEY II (\$5,022-\$5,788 per month)

HCRC STAFF ATTORNEY III (\$6,056-\$7,693 per month)

HCRC HABEAS CORPUS COUNSEL I (\$6,657-\$8,460 per month)

HCRC HABEAS CORPUS COUNSEL II (\$7,664-\$10,227 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPers Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance

- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

THE HABEAS CORPUS RESOURCE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

**SUPPLEMENTAL QUESTIONNAIRE
FOR
HCRC STAFF ATTORNEY I-III / HC COUNSEL I-II
(Job Req.-2814)**

This supplemental questionnaire is intended to provide more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications. Please answer each question thoroughly. You may use additional pages for your answers if necessary.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Please provide a brief description of your legal experience, including the extent of your experience in representing criminal defendants, appellants/petitioners, and your experience representing death row inmates in capital cases.
3. Regarding felony cases, state the approximate number of cases you completed as counsel of record at trial, on appeal, or in post-conviction proceedings.
4. Referencing the felony cases listed in the question above, state the jurisdiction and court of such representation and the number of cases in which you presented oral arguments or conducted evidentiary hearings.
5. Referencing the felony cases listed in above, please identify any appeals or writs that involved murder convictions, and note if any involved the death penalty.
6. Please list any habeas corpus or appellate criminal defense training, continuing education, or courses of study you have attended in the past three years, indicating the number of hours and whether death penalty practice was specifically covered.
7. Please list any training programs and/or courses for which you were an instructor.
8. Please describe your supervisory and/or management experience. Include your job title, scope of supervisory or management duties, and number and job titles of employees supervised.
9. Indicate the level of position(s) you wish to apply for by stating 'Yes' or 'No' to each level. Application materials will be carefully reviewed to verify that candidates meet the minimum qualifications. All of the positions listed require admission to the State Bar of California.
 - a. Habeas Corpus Counsel II \$7,664-\$10,227 per month
The equivalent of four years of post-bar legal experience with three years in criminal defense, including one year in capital defense; or one year as a Habeas Corpus Counsel I with the HCRC.
 - b. Habeas Corpus Counsel I \$6,657-\$8,460 per month

The equivalent of two years of post-bar legal experience in criminal defense; or two years as a Staff Attorney III with the HCRC.

c. Staff Attorney III \$6,056-\$7,693 per month

The equivalent of two years of post-bar legal experience; or one year as a Staff Attorney II with the HCRC.

d. Staff Attorney II \$5,022-\$5,788 per month

The equivalent of one year of post-bar legal experience; or one year as a Staff Attorney I with the HCRC.

e. Staff Attorney I \$5,004 per month

Admission to the State Bar of California.

10. Are you an active member of the State Bar of California or any other state? Please list admissions date(s) and state(s).